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	Vendor Quality Requirements	

SCOPE

This document covers DSS Quality Assurance (QA) requirements for DSS approved or customer qualified sources.

PURPOSE

The purpose of this document is to outline DSS vendor's minimum QA requirements.

QUALITY REQUIREMENTS

1. Access

DSS and its customer's representatives, including government agencies and regulatory authorities, shall be given access to any premises where work on its contracts is performed for the purpose of surveillance audits, inspection and/or to conduct any investigation upon request.

2. Quality System

2.1. The vendor shall establish and maintain a documented recognized quality system or one that meets or is comparable to ISO9001, AS9100 and/or AS9120 quality system requirements.

2.2. Special process vendors, for processes such as NDT testing, Heat treat, Welding, Chemical Processing, Coating, Painting, etc. shall be NADCAP accredited as applicable per customer and/or specified requirement.

3. Organization

Vendor's established quality program shall include identified functions with trained and competent personnel. QA department or personnel performing verification or audit function shall be independent from the other functions.

4. Contract/Purchase Order Review


All DSS purchase orders shall be reviewed by the vendor prior to release to assure that all associated risks and quality requirements are taken into consideration and are reflected in production and inspection procedures as applicable.

5. Inspection

The vendor shall establish a quality monitoring system that is structured to provide 100% defect free products/services to DSS. At a minimum, the inspection of DSS products/services shall be documented and traceable to DSS purchase order requirements. A final inspection/testing shall be performed prior to delivery. Should inspection sampling be performed, it shall be statistically based on a nationally recognized standard.

6. Quality Records

6.1. The required quality records needed to provide evidence that the product realization processes and the resulting product meet specified requirements shall be established. When required by contract, the records shall show an unbroken chain of documentation and traceability from the mill that produced the product's raw material to DSS customers. These records shall be identified, traceable to the product, retained for a minimum of ten (10) years and stored in such a way to prevent damage and to enable the records to be readily located and retrieved, unless otherwise specified by DSS customer.

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6.2. First Article Inspection:

When required by contract, it is DSS policy that first article inspection shall be performed on all production runs after setup or following any subsequent change that invalidates the previous first article inspection result or as specified by customer, in accordance with AS 9102.

7. Process Control

DSS vendors shall demonstrate adequate control of their processes to the current requirements of their quality system. The controls shall include but are not limited to:

- 7.1. When specified and/or identified, specified key characteristics shall be monitored and controlled during processes.
- 7.2. When it becomes necessary to change production process that would affect DSS procured product or its customer's requirement, such changes shall be documented and DSS shall be notified promptly of the change.
- 7.3. Documented procedures shall be used to maintain and control processes, tooling, equipment, work environment and the facility used to make DSS procured products. Process, tooling, equipment and product validation processes may include the verification of the First Article produced or inspection prior to production run or use of equipment or tooling.
- 7.4. Records shall be maintained for qualified processes, equipment, tooling, testing, and personnel training as required.
- 7.5. DSS vendors shall establish and maintain a Foreign Object Debris/Damage (FOD) Prevention program as practical to their processes per NAS412.
- 7.6. DSS vendors shall establish and maintain a Counterfeit Parts Prevention and Control Plan per AS-5553.

8. Traceability

When required by contract, DSS procured products and accompanying documentation shall be identified with a traceability system that reflects an unbroken chain of documentation from the mill that produced the product's raw material. The identification and traceability shall be maintained by suitable means such as the supplier's or manufacturer's identification symbol or logo, lot/batch control number, purchase order number issued to vendors, customer purchase order and as may be specified by customer.


A lot control and marking system, including product status with respect to lot splits, configuration management, product inspection and testing, and monitoring shall be established, documented and maintained to ensure that lots are properly identified, marked, have all required documentation and are segregated when necessary to prevent commingling.

9. Certificate of Conformance

All DSS purchased products shall require at minimum a certification of conformance (COC). In addition, a product's test report and traceable raw material mill certification shall be provided for the product/service as applicable and/or specified and shall be made available upon request.

10. Control of Nonconforming Products

All nonconforming material shall be properly identified, documented and segregated. The vendor shall notify DSS promptly of delays, problems and/or defects that affect any procured product/service.

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11. Corrective and Preventive Action

The vendor's quality organization shall implement an effective corrective and preventive action system. Corrective and preventive action issued by DSS shall be investigated and answered as appropriate and returned within the period stated on the corrective action. An extension may be requested, if required, through our QA department.

12. Calibration System

An effective calibration system shall be established with recognized industry standards and used to calibrate, maintain and control measuring and test equipment. All calibrations shall be current and traceable to National Institute of Standards and Technology (NIST).

13. Material/Product Protection

The vendor is responsible for utilizing a protection method that will protect DSS products from damage or follow specified requirements.

14. Continuous Improvement

Vendors are encouraged to embrace variability reduction programs and/or the use of statistical techniques to continuously improve quality, cost and delivery.

15. Other Requirements

Other requirements and/or customer requirements beyond the ones outlined herein are in effect when specified on the Purchase Order.

16. Changes to Purchase Order Documentation

Changes or amendment made to purchase order and/or drawing specification shall be communicated promptly to the applicable vendor for immediate action.

17. Suppliers Flow Down


It is mandatory for suppliers to flow down applicable requirements to their sub-tiers, including specific customer requirements, key characteristics and alerts.

18. Shelf Life

DSS shall require life limited products that are shipped to have at least 75% of life remaining.

19. Awareness

Seller shall not act in any unethical manner during operation of its business activities. DSS is committed to providing conforming product to its customers and Seller's products play an integral part to this success. Seller therefore understands the contributions to overall product safety and conformity.

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Revision History

Date	Rev.	Description	Approval
3/15/02	NC	Released for use	R. Buckley
6/15/04	A	This document was reviewed and revised to meet the requirements of ISO9001.2000, AS91000 and the QSLD Class 3 Fasteners Criteria	C. Bedford
1/3/08	B	Revised document to current Approved By: Signature	R. Buckley
1/15/09	C	The overall quality system including this procedure was revised to comply with the requirements of ISO 9001:2008 and AS9100B	R. Buckley
6/10/09	D	Revised and added Paragraph S- Suppliers Flow Down for Minor Corrective Action issued from NQA during AS9100B Surveillance Audit	R. Buckley
6/7/10	E	Revised and removed the word "requirements" to "mandatory"	R. Buckley
4/1/12	F	The overall quality system including this procedure was revised to comply with the requirements of ISO 9001:2008 and AS9100C	R. Buckley
7/23/14	G	Revised the document to comply with the third-party audit	R. Buckley
10/13/14	H	Revised the document to comply with the AS9120 audit	R. Buckley
See Email Approval	I	Reformatted the document for better readability; removed 3.2.2; added language for sampling to Section 5; added paragraph 19 for product safety, ethical behavior, product conformity awareness	R. Buckley